

Edmonton Salutes Committee

2025-2027 Term - Recruitment Profile

1 Vacancy

Edmonton

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. These appointments are made through a fair, equitable and inclusive recruitment process.

Mandate

The mandate of [Edmonton Salutes](#) will be to:

- a. provide advice to Council regarding appropriate official civic recognition initiatives for the military, veterans, and their families;
- b. provide leadership as champions of the military, veterans, and their families; and
- c. provide recognition of military members and veterans, and their families, by championing causes and sustaining meaningful collaborations with public, private, and nonprofit organizations.

Committee Activities

The Committee works to promote the importance and value of the military, veterans, and their families to the region. Through their networks and with the support of the City of Edmonton, the Committee promotes and participates in key events in the community (i.e. Remembrance Day, Troop Returns, Freedom of the City parades) and provides grants and donations to support and recognize the military community.

Activities include:

- Meeting groups of Canadian Armed Forces personnel at the Edmonton International Airport who are returning to the Edmonton Garrison from operational deployments overseas.
- Attendance on behalf of the Edmonton Salutes Committee at monthly business meetings at Canadian Forces Base Edmonton.
- Support at Remembrance Day services.
- Participation in activities with inbound and outbound visits with our namesake ship, HMCS Edmonton.
- Participation at Freedom of the City Parades.

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- Potential participation at various other Canadian Forces Bases in Alberta, including Wainwright and Cold Lake.
- Providing sponsorship and/or project funding for community activities/events that promote and recognize the importance of our military.

Sub-committees

The Edmonton Salutes Committee has four sub-committees that help carry out its work. These include:

- Bylaw and Policy
- Membership and Orientation
- Budget
- Strategic Action

Participation on these committees is voluntary. Sub-committees meet a minimum of 2-3 times per year, or more often as needed.

Governing Bylaws and Policies for City Agencies

Honoraria and Expenses

Honoraria and expenses are available to members who are appointed by City Council in accordance with [Procedure C628 Honoraria and Expenses for City Agencies](#) (members may opt out of receiving an honoraria if they choose).

Honoraria for Advisory and Decision-Making Bodies

Position	Meeting Up to and Including 5 Hours	Meeting Over 5 Hours
Member	\$100	\$200
Chair	\$125	\$250

Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, bus fare, and taxis. Mileage is not paid for attendance at

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meetings. Members who require child care, elder care and/or special needs care in order to attend meetings will be reimbursed with submission of a receipt for the reasonable cost of care.

Publicly Accessible Meetings

All Council Committee meetings will be publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 Council Procedures Bylaw requirement to have a live audio and video view of Council Committee meetings and *Municipal Government Act* requirements.

Council Committees Code of Conduct

Council appointed members of Council Committees are required to abide by Bylaw 19870 [Council Committee Code of Conduct Bylaw](#).

Appointment Term

- Edmonton Salutes Committee members are appointed for terms of up to two-years, from May 1 to April 30, renewable to a maximum of six consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

To Apply

- Applicants are to complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference by a requested due date prior to the applicant interviews. References should be from individuals that can verify your suitability for this Committee.
- We strive to provide reasonable access and accommodations throughout the application and selection process. If you would like to request an accommodation at any stage of the process, please contact 780-496-8178 or civic.agencies@edmonton.ca.

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Application Process Timeline

The Executive Committee serves as the Selection Committee for ESC Council-appointed members. It is anticipated that selection processes will take place on the following dates:

- January 12, 2025 - Posting closes
- March 12, 2025 - Applicant shortlisting
- April 16, 2025 - Applicant Interviews
- April 22, 2025 - Appointments made by City Council

Qualifications

- Good communications and interpersonal skills.
- The ability to represent the ESC at external events in an engaging, tactful and diplomatic manner when required.
- Demonstrate a willingness to collaborate and engage with other Committee members, administration, and citizens.
- Some experience and/or understanding of the local military community, military activities, military history, veteran's affairs, or the military reserves in Edmonton is an asset.
- Support strategic efforts to achieve the Committee's goals. Focus on how best to achieve the Committee's mandate over the long-term.
- Recognize and anticipate external and internal issues facing the Committee.
- Involvement in planning and/or execution of ceremonial events is an asset.

Time Commitment

- The ability to commit to the following:
 - Approximately four hours per month to prepare and attend Committee meetings.
 - Additional time may be required for other Committee-related activities, including subcommittee participation, attending events, annual training and work planning.
 - Committee meetings are 9-11 a.m. on the fourth Friday of the month. Meetings may be virtual or in person (as determined by the committee).
- Members must have appropriate technology to participate in meetings virtually.

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Expectations

- Understand the Committee's mandate, bylaw, processes and related Council Committee governing documents, such as the [Council Procedures Bylaw](#) and the [Council Committee Code of Conduct](#).
- Actively participate in Committee meetings, annual training, Committee orientation and work planning as required.
- Review materials and prepare for meetings, participate in discussions, and honour decisions of the Committee.
- Work with other Committee members, Edmontonians, and City of Edmonton Administration, in an effective, constructive and professional manner.